

CITY OF BURBANK

REAL ESTATE MANAGER

DEFINITION

Under general direction, to manage, oversee, and perform administrative and professional work related to the real estate interests of the City, which include but are not limited to: acquisitions, dispositions, property management, and relocation activities; and perform related work as required.

ESSENTIAL FUNCTIONS

Administers, analyzes, and processes requests to acquire, lease, or sell real property for the City, Housing Authority, Parking Authority, and Burbank Successor Agency; prepares and provides recommendations and proposals for the acquisition, lease, disposal, and sale of real property; provides information to the public and answers questions regarding City, or other related real property, policies and procedures; supervises, trains, and evaluates employees; makes recommendations regarding hiring, promotions, and transfers; recommends disciplinary action as needed, up to and including termination; meets and works with professional and public groups; makes public presentations on real property matters; may act as Division Manager in the absence of the Assistant Community Development Director – Housing and Economic Development; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – principles and practices governing real estate procedures, survey methods, transactions, development, and contract law; transactions; pertinent federal, state, and local laws, codes, and regulations pertaining to real estate and its transfer, relocation, fair appraisal, and fair negotiation practices, and acquisition of land by eminent domain; financial analysis; proper English usage, spelling, grammar, and punctuation; principles and practices of sound personnel management and supervision.
- Ability to – collect, analyze, and interpret economic, technical, and statistical data relating to real property; organize, direct, and implement comprehensive property management projects; conduct successful negotiations for the acquisition or disposition of property on behalf of the City; analyze long range fiscal impacts of proposed projects; communicate effectively, both orally and in writing; make oral presentations; work independently with minimal supervision and direction; establish and maintain effective working relationships with City Officials, supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a degree in planning, public administration, or closely related field and three years of progressively responsible public real estate property experience, including at least one year of employee supervisory experience within the last 24 months, at time of application. NOTE: A Master's Degree in planning, public administration, or closely related field may be substituted for one year of the required work experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.